MEMORANDUM

DATE: June 2, 2008

TO: Business Manager/Treasurer/Clerk/Administrator

FROM: Julie Oberle, Public School Finance, Specialist

SUBJECT: Electronic Reporting of IFARMS Annual Report

The State Department of Education encourages schools to electronically submit their 2007-2008 Annual Report. The most common methods used for electronic submission are diskette/cd and email attachment. Reports can be emailed as attachments to jaoberle@sde.idaho.gov.

You can electronically submit revenue, expenditures, balance sheet (including General Fixed Assets and General Long Term Debt), and fund balance data for all funds. Our computer system will generate the **Combining** and **Combined Statements of Revenues & Expenditures With Changes in Fund Balances as well as the Combining and Combined Balance Sheets.** However, you will still need to submit (whether as an email attachment or on paper) the following pages from the Annual Report:

Page 1	Signature & Certification Page	Page 101	Detail of Bond Issue...
Page 98	Combining Stmt of Rev. & Expd.	Page 102	Combining Balance Sheet
Page 99	Combined Stmt of Rev. & Expd.	Pages 103-104	Combined Balance Sheet
Page 100	Detail of General Fixed Assets		

A REMINDER: If your district is using a fund number that is different from that prescribed by IFARMS for 2007-2008, you will need to change that fund number to agree with IFARMS guidelines before submitting your report.

If your district has more than one Special Local Fund, you should report them separately using the fund numbers from 230 to 239. The same is true for Special State Funds. You should report them separately using fund numbers 240 to 249 including 240 School Building Maintenance, 241 Driver Education, 243 Professional Technical-State, 245 Technology-State, and 246 Substance Abuse-State.

Following are guidelines for constructing the Annual Report data file. A district may submit the data electronically using the annual report forms available on our website at www.sde.idaho.gov/financeandtechnology/default.asp (under Forms) by sending the report as an email attachment or in an ASCII format.

If submitting using the annual report forms available on our website:
Using Excel, download the annual report forms from the School Finance website. Once you've saved the pages in excel, enter your financial data into the necessary forms, save, and send as an email attachment. We will then export your data into a usable format.

If submitting using an ASCII format:
Each record is to consist of 24 characters. Do not include any records related to totals. Coding structure must follow IFARMS. If other than designated IFARMS coding is used, the data will be ignored by our computer program.

In accordance with accounting convention, revenues, liabilities, and equity are a credit (-) posting; expenditures and assets are a debit (+) posting. Amounts with no sign are assumed to be debits. The length of the field for the amount is 10 spaces. Amounts must be right-justified and rounded to whole dollars.

The file submitted to the Department must be provided in the specified record format as follows:

EXPENDITURES
*	characters	1 - 3 are digits representing the schools district number
*	characters	4 - 6 are digits representing fund number
*	characters	7 - 9 are digits representing the function/program
*	characters	10 - 12 are digits representing the object
*	characters	13 - 14 are digits representing the business year
*	characters	15 - 24 are digits representing the dollar amount

Expenditure Example: 00110051210008   5636
Record interpretation: 001 = District 001, Fund 100 = General M & O Fund, Function/Program 512 = Elementary School Program, Object 100 = Salaries, year 08 = 2007-2008 and amount 5636 = $5,636.

Note: In the example, there are 6 blank spaces between the last digit of the year and the first digit of the amount.

REVENUES, BALANCE SHEET, and BEGINNING FUND BALANCE
*	characters	1 - 3 are digits representing the school district's number
*	characters	4 - 6 are digits representing fund number
*	characters	7 - 12 are digits representing the account code
*	characters	13 - 14 are digits representing the business year
*	characters	15 - 24 are digits representing the dollar amount

Revenue Example: 15125344510008   -128455
Record interpretation: 151 = District 151, Fund 253 = Title I - Migrant Fund, Account 445100 = Title I - ESEA, Year 08 = 2007-2008 and amount -128455 = ($128,455).

Note: In the example, there are 3 blank spaces between the last digit of the year and the negative symbol (-).

Balance Sheet Example: 41725111100008   165000
Record interpretation: 417 = District 417, Fund 251 = Title I - Disadvantaged Fund, Account 111000 = Cash, Year 08 = 2007-2008 and amount 165,000 = $165,000.

Note: In the example, there are 4 blank spaces between the last digit of the year and the first digit of the amount.

Beginning Fund Balance Example: 09110032000108   -5000
Record interpretation: 091 = District 091, Fund 100 = General M & O Fund, Account 320001 = Fund Balance July 1, Year 08 = 2007-2008 and amount -5000 = ($5,000).

The School Finance website (www.sde.idaho.gov/financeandtechnology/default.asp) has a listing of approved balance sheet codes, revenue codes, and fund, function/program, and subobject codes. Once at the School Finance website, go to Forms. The top middle section contains the 2007-2008 Annual Report Forms and supporting documents. Pay close attention to your own codes compared to those on the list. The codes submitted must match the Annual Report codes. Also, notice the Fund Equity Codes and the Beginning Fund Balance codes. If your diskette or emailed submission does not include these codes for each fund, you will have to submit the data on the appropriate Annual Report pages for the Balance Sheet (pages 102 - 104) and for the Statement of Revenues and Expenditures (pages 98 & 99).

If you have any questions regarding the accounting or reporting for any given amount or the record format, please call Julie Oberle at 332-6840.